

ER4-6212

SEP 25 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Reorganization of Finance Division,
Comptroller's Office

REFERENCES: (Attached as Tabs)

- Tab 1 - Staff Study, Comptroller's Office, 9 June 1953, "Reorganization and Reallocation of Departmental Positions - Finance Division, Comptroller's Office."
- Tab 2 - Copy of above Staff Study containing O&M Service concurrence.
- Tab 3 - Memorandum from Comptroller, 8 September 1953, commenting on proposed changes from a budgetary standpoint.
- Tab 4 - T/O listing, reflecting proposal contained in Tab 1, as modified by Personnel Office.

1. Tab 1 proposes the reorganization and/or realignment of positions within components of Finance Division, to be accomplished within existing T/O strength authorizations. Significant changes proposed are as follows:

a. Certification and Liaison Branch

The existing components of OPC Certification & Liaison Section, OSO Certification and Liaison Section, and Current Audit Section are being merged and reorganized under the geographical area concept utilized by DD/P. Further, the branch title has been re-designated "Operations and Liaison Branch" in order more nearly to reflect functional responsibility. The Agent Contract Service Section also is being organized in accordance with the geographical area concept, with the organizational nomenclature modified to become "Agent Service Section".

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b. Monetary Branch

This component is to be comprised of four sections, of which one (Disbursing Section) is currently in evidence. The additional three are Field Operations Section and Custodial and Security Section, which have been functioning previously in the Branch, and the Banking Operations Section, which is being created in order to provide for the necessary liaison with U.S. banks to establish and monitor covert funding accounts.

c. Payroll and Travel Branch

In each of the two subordinate sections, a "control unit" is being established and the "block system" for maintaining payroll accounts is being adopted in accordance with recommendations of the Bureau of the Budget.

d. Accounts Branch

Eight positions are to be transferred between subordinate sections in accordance with work-load requirements.

Other changes proposed include a change in nomenclature from Planning and Field Audit Branch to Industrial Contract Audit Branch together with some minor grade level changes in the branch.

2. In Tab 2 the Management Officer indicates unqualified concurrence in the organizational structure proposed for Finance Division.

3. In tab 3 the Comptroller states that, on the basis of grade levels proposed in connection with this reorganization, the additional cost will amount to \$22,350 per year providing all positions are filled during the entire year. He points out, however, that due to attrition, recruitment delays, etc., there will be certain savings effected, and that the increased amount required to cover upgradings will be provided within the budget allowance. It should be noted that Personnel Office computations based upon revised grade level structure indicate that the additional salary cost figure would be lowered to \$18,515 per year.

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4. Tab 4 represents a consolidation of the T/O proposal contained in the initial staff study, as amended by discussion between the Personnel Office and the Comptroller's Office with respect to position titles, series and grades. All changes to the original proposal were concurred in for the Comptroller by the Chief, Finance Division.

5. It is recommended that the T/O for Finance Division, Comptroller's Office, be approved within existing T/O strength authorizations and with staffing as set forth in Tab 4.

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GEORGE H. MELOON
Personnel Director

4 Attachments
As stated

Action by Approving Authority:

Date 3 Oct 53
T/O and Ceiling Approved,

[REDACTED]

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(Administration)

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